

RECONCILIATION BULLETIN

TOPIC: Year-End Reconciliation Bulletin 06-08	ISSUE DATE: 5/15/06
TITLE: Annual Depository Funds and Petty Cash Report APP-CASH AND CASH EQUIVALENTS 6.0	REVISION DATE:
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PROCEDURES

The Bureau of Fiscal Services is required to prepare a department-wide report and forward the data to the Department of Administration as part of the year end closeout process. As stated in APP-CASH AND CASH EQUIVALENTS 6.0, data is to be submitted to BFS on the DMT-15 form by July 15 of each year. These reports should be submitted to Karen Greiber of BFS Special Services & Financial Statements.

Staff responsible for the activities described within this bulletin may be located in BFS, the divisions, the institutions, or some combination thereof.

We have to provide the unique bank number for your bank and the specific account number(s) for each account established at your respective banks.

Special care must be exercised to ensure that the correct bank number and correct account number(s) appear on your report in their respective location. The nine-digit bank number for a checking account is located on the lower left corner of the check. DO NOT confuse this number with the individual check number as some checks may have the individual check number appearing in the lower left-hand corner as well as the upper right hand corner of the check.

For those of you who have savings accounts or CD's located at a bank different than your checking account, you will need to contact that bank to obtain the bank number. When contacting the bank, refer to the bank number as the transit number or the routing number. It is suggested that you verify this number with the bank before reporting it to BFS.

Intranet address of Excel-fillable Form DMT-015 is:
<http://www.dhfs.state.wi.us/forms/DMT/dmt0015.xls>

DMT-015 form instructions is located at:
<http://www.dhfs.state.wi.us/bfs/pdf/APP/Cashckhd/cash60.pdf>

CONTACT PERSON

Should there be any questions, please contact Karen Greiber at (608) 266-3541.